



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 5720.18D
(PAO)
25 OCT 99

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5720.18D

Subj: PUBLIC AFFAIRS COORDINATION

Ref: (a) SECNAVINST 5720.44A
(b) NTCGLAKESINST 5720.13D
(c) NTCGLAKESINST 5720.12E

1. Purpose. To establish procedures and set guidelines for public affairs functions among commands under Naval Training Center area coordination.
2. Cancellation. NTCGLAKESINST 5720.18C. This instruction has been substantially revised and should be reviewed in its entirety.
3. Background. As described in reference (a), Public affairs is a responsibility of command. As area coordinator, the Commander NTC Great Lakes is responsible for the coordination of public affairs within the NTC complex as well as coordination/liaison with Navy activities over the five-state area. The Center Commander is also responsible for informing the public of how the mission of the Center supports national defense policy and for maintaining positive relations with the general public. To this end, the NTC Public Affairs Officer must serve as a central clearinghouse and base of operations for all public affairs functions on board the Center.
4. Discussion. Public affairs is comprised of three separate functions: internal information (disseminating information to the base population), community relations (contact between the members of NTC and individuals in the general public), and media relations (contact between the Center and the news media).
5. Action. Each public affairs function requirement is delineated below and accompanied by specific responsibilities of subordinate, component, and tenant commands:
 - a. INTERNAL INFORMATION. Internal information is disseminated base-wide primarily through the Great Lakes Bulletin and USN-TV. Information of relevance to the general base population should be forwarded to the NTC Public Affairs Office for appropriate dissemination. Information should reach the NTC PAO by 1600 on Monday for inclusion in the base newspaper. Command information may also be broadcast over USN-TV via the character generator, which operates 24-hours-a-day. Special presentations of interest to the Great Lakes audience will also be considered. All information and programs airing on USN-TV require NTC PAO approval. Reporters and photographers for the

Bulletin and USN-TV represent Commander, Naval Training Center and work under the direction of the PAO. In the performance of their news gathering duties, Bulletin personnel carry official NTC PA ID passes and should be provided appropriate access to NTC work spaces.

b. COMMUNITY RELATIONS. A positive community relations program between NTC and the surrounding communities includes, but is not limited to, visits by individuals and groups to the Center, events held on board the Center that are open to the public, events in which base personnel participate off base, events at which base personnel are invited to speak and events in which special units perform in the surrounding communities.

(1) In order to comply with appropriate reports to higher authority, the following events involving Center personnel or activities should be reported to the NTC PAO as soon as possible, but not later than five working days before the event:

(a) Visits by flag or general officers, members of Congress or congressional delegations, Cabinet officials and civilians of rank GS-16 or above.

(b) Any exercise or drill involving an agency or activity outside the Great Lakes Naval complex.

(c) Visits by groups greater than 25 persons or any group to be housed in quarters other than the Bachelor Enlisted Quarters (BEQ) or Bachelor Officer Quarters (BOQ).

(d) Events which will disrupt the traffic flow on base.

(2) NTC Special Units are covered by reference (b). Navy Band Great Lakes is covered by reference (c).

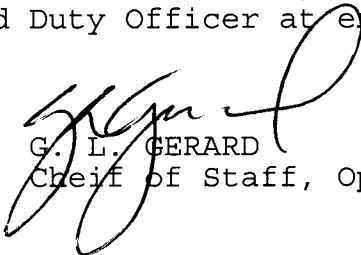
c. MEDIA RELATIONS. Contact with media representatives by members of Center activities must be handled in accordance with Navy/Department of Defense regulations. Contact with any media representative has the potential to escalate into a news item of regional or national interest. Consequently, all contact with the media should be reported immediately to the NTC PAO to ensure a unified Navy "voice." The NTC PAO will serve as "spokesperson" and sole releasing authority for the Great Lakes Naval complex.

(1) Any event which potentially may be reported by the media must be reported to the NTC PAO immediately.

(2) Any death occurring on board the Great Lakes Naval complex, or the death of any Navy member assigned to an activity within the Great Lakes Naval complex must be reported to the NTC PAO in a timely manner.

NTCGLAKESINST 5720.18D
25 OCT 99

d. During working hours, the NTC PAO, located in Building 1, Room B-25, may be reached at extensions 2430/2201; and after hours through the NTC Command Duty Officer at extension 3939.



G. L. GERARD
Chief of Staff, Operations

Distribution:
NTCGLAKESINST 5216.5M
List I, II(Case B), III-A, B, C